1. **Procedure Aim**

Stoke on Trent College and First Steps Nursery are committed to ensuring the health, safety and welfare of all staff, parents, children and visitors, so far as reasonably practical, specialist and technical knowledge is available from the college Health & Safety manager, the Corporation fully accepts its responsibilities under the Health and Safety Act 1974 and subsequent health and safety legislation introduced for ensuring health, safety and welfare.

The full overarching policy will apply in full extend to the nursery can be found on the College intranet under policy number 18.

**2. Procedure Statements**

**2.1** The aim of this procedure statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
* Establish and maintain safe working procedures amongst staff and children.
* Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
* Maintain a healthy and safe nursery and safe entry and exit from it.
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
* Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments.
* Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable).
* Provide a safe environment for students or trainees to learn in.
* Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

**2.2** We believe the risks in the nursery environment to be low and we will maintain the maximum protection for children, staff and parents. The nursery will:

* Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times.
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
* Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
* Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children.
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
* Prohibit smoking on the nursery premises.
* Prohibit any contractor from working on the premises without prior discussion with the officer in charge.
* Prohibit running inside the premises unless in designated areas.
* Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery
* Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
* Wear protective clothing when cooking or serving food
* Prohibit certain foods, e.g. peanuts are not allowed in the nursery
* Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery
* Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
* Ensure children are supervised at all times
* Ratios are maintained at all times
* Ensure no student is left unsupervised at any time.

**2.3 Responsibilities**

Responsibility for Health and Safety in the nursery is that of Scott Bailey –Stoke-on-Trent college’s health and safety officer

The Health and Safety manager and Nursery Management has overall and final responsibility for this policy being carried out at:

First Steps Nursery Stoke on Trent College, stoke road, Shelton, st4 2dg

The deputy nursery manager will be responsible in his/her absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to rectify, they must immediately report it to the Nursery Manager. Parents and visitors are requested to report any concerns they may have to the senior member of staff in the area.

Daily contact and staff meetings provide consultation between management and employees, this will include health and safety matters.

**Health and safety training**

Person responsible for monitoring staff H&S training is Scott Bailey

|  |  |  |
| --- | --- | --- |
| **Training table: Area**  | **Training required**  | **Who**  |
| Paediatric First aid  | Course  | All staff  |
| Safeguarding  | course  | All staff  |
| Risk assessment  | Online training  | All senior staff  |
| Fire safety procedures  | Online training  | All staff |
| Use of fire extinguisher  | Online training  | All staff where possible  |
| Manual handling  | Online training  | All staff  |

**2.4 Health and safety arrangements**

* All staff are responsible for general health and safety in the nursery
* Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment
* All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our visits and outings policy
* All equipment and areas will be checked thoroughly by staff before children access the area. These checks will be recorded in each room and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager will be notified immediately
* We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water
* The nursery will adhere to Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises
* All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety
* We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident
* We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery
* All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen
* Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.

**2.5 Health and safety in the office**

Some nursery staff and Nursery Management will be required as part of their role to undertake office duties, which may involve sitting at a computer. At First Steps nursery we take the welfare of our employees seriously and have put safeguards in place to help protect the health and safety of all employees. If an employee requires additional support please let the manager know as soon as possible.

Staff using computers can help to prevent health problems in the office by:

* Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
* Maintaining a good posture
* Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
* Changing position regularly
* Using a good keyboard and mouse technique with wrists straight and not using excessive force
* Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
* Adjusting the screen controls to prevent eyestrain
* Keeping the screen clean
* Reporting to their manager any problems associated with use of the equipment
* Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

* Good lumbar support from the office seating
* Seat height and back adjustability
* No excess pressure on underside of thighs and backs of knees
* Foot support provided if needed
* Space for postural change, no obstacles should be under the desk
* Forearms approximately horizontal
* Minimal extensions, flexing or straining of wrists
* Screen height and angle should allow for comfortable head position
* Space in front of keyboard to support hand/wrists during pauses in typing.

**2.6 Fire safety**

**Fire and Emergency Evacuation Procedure**

In the event of fire, our first priority is to get all children, parents and visitors out of the building as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

Means of Escape

The main exit routes are shown on a map which is located in the foyer just inside the front door. Generally the exit are via the patio doors located in the ladybird, bumblebee and butterfly room, the caterpillar room will use the ladybird patio door exit Should any of these exit routes be blocked for any reason, or smoke-filled there is fire exits located next to the office, staff toilet and use of the main entrance

Anyone in the STAFF ROOM should exit through the main entrance or for reasons described above through the patio doors of the butterfly room

Assembly Point

Children, staff and visitors should assemble at the fire point outside staff will assemble at the point opposite the lifestyle building at the front of the college. If fire is spreading rapidly, there is a threat of explosion, or fire appliances need to be brought into the grounds, then the Fire Safety Marshals of Stoke on Trent College will lead us to the nearest and safety fire point.

As soon as anyone discovers a fire, or is aware of any threat, e.g. suspicious package, terrorist attack warning etc., the fire alarm should be activated by breaking the glass on one of the fire alarm points which are located . The audible alarm must be acted upon immediately by all staff.

**2.6 Fire Fighting Equipment**

Firefighting extinguishers are installed at key locations around the building and are maintained in efficient operating condition. An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so. No member of staff should place himself or herself in any danger. Operating instructions are printed on each extinguisher and should be read carefully before use.

Responsibilities

Each room staff will have a first responsibility for ensuring that all children, from within the room they are working at the time, are evacuated at the time the alarm is raised.

Caterpillar and ladybird room are to use the fire evacuation trolleys to exit the smaller children calmly and effectively

A “3999” call can be made by any staff member using telephones located in each room and the office. The nursery manager or in her absence the Duty Manager will be responsible for checking the nursery rooms to ensure no-one is left behind.

All staff in each room will be responsible for picking up the register in each of the nursery rooms

The nursery manager is responsible for picking up the staff & student registers and the visitors book

Room staff will take a “head count” once all the children from their rooms are in assembly point and follow this up as soon as possible with calling the register. The Nursery manager will be responsible for ensuring that all staff and visitors are accounted for. Any missing persons must be reported immediately to the nursery manager. No attempt is to be made to re-enter the building once we have evacuated

The nursery will only re-enter the nursery building when we have been told to do so by the health and safety officer and Stoke on Trent College fire marshals

**2.7 Fire Practice**

A “fire practice” will be held during each ‘term’. This will be recorded in the Log Book located in the nursery office stating the date and time, approx. how long it took to evacuate the building, the number of staff, children, students and visitors were involved

**2.8 Safety checks EYFS 3.45, 3.63 & 3.64, 3.65**

Safety checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the nursery environment and monitor safety at all times.

**2.9 Risk assessments**

The nursery carries out a risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change. Nursery Management carry out a health and safety risk assessment of the nursery before opening hours daily ensuring the nursery is fit for purpose. All senior staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed. For more details refer to the visits and outings policy.

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?

All equipment is checked by the estates team of the college.

|  |  |  |
| --- | --- | --- |
| **Electrical equipment** Who checks  | How often  | Location/Tel. no.  |
| Estates team | Annually  |  |

**Dangerous substances**

All dangerous substances including chemicals MUST be kept in locked areas out of children’s reach. All substances must be kept in their original containers with their original labels attached, these are stored in the locked cleaner’s cupboard. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles, these are carried out by Stoke on Trent College contracted cleaners, who clean the nursery before we open the nursery and when we close the nursery daily

**Transport and outings**

The arrangements for transporting and the supervision of children when away from the nursery needs to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.

**Room temperatures**

* Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times, staff have access to the temperature gage in each room to control the temperature.
* There is a thermometer in each room to ensure this is monitored
* Staff must always be aware of the dangers of babies and young children being too warm or too cold
* Temperatures should not fall below 18C in the baby rooms and 16C in all other areas

**Water supplies**

* A fresh drinking supply is available and accessible to all children, staff and visitors
* All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40C.

**Gas appliances**

* All gas appliances are checked annually by a registered Gas Safety Register engineer

Carbon monoxide detectors are fitted

**3.0 Manual handling**

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery’s manual handling policy.

Remember - lifting and carrying children is different to carrying static loads and therefore manual handling training should reflect this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

**3.1 Preventing injuries**

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-design the workplace so that items do not need to be moved from one area to another.

However this is not possible for lifting children. Where manual handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

* The tasks to be carried out
* The load to be moved (remember to think about the children moving at this point)
* The environment in which handling takes place
* The capability of the individual involved in the manual handling.

A number of factors increase the risk of manual handling injuries, and these should be considered and controlled. The following paragraphs offer a number of suggestions.

**3.2 Correct lifting procedure**

**Planning and procedure**

* Think about the task to be performed and plan the lift
* Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there
* Never attempt manual handling unless you have read the correct techniques and understood how to use them
* Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury
* Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
* Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
* If more than one person is involved, plan the lift first and agree who will lead and give instructions
* Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
* Lighting should be adequate
* Control harmful loads – for instance, by covering sharp edges or by insulating hot containers
* Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you
* Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear
* Consider a resting point before moving a heavy load or carrying something any distance.

**3.3 Carrying children**

* If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting
* Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally
* Wherever possible, avoid carrying the child a long distance
* Where a child is young and is unable to hold onto you, ensure you support them fully within your arms
* Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you

If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing

* Pregnant members of staff members will not carry children.

**3.4 Position**

* Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.
* **3.5 Lifting**
* Always lift using the correct posture:
* Bend the knees slowly, keeping the back straight
* Tuck the chin in on the way down
* Lean slightly forward if necessary and get a good grip
* Keep the shoulders level, without twisting or turning from the hips
* Try to grip with the hands around the base of the load
* Bring the load to waist height, keeping the lift as smooth as possible.
* **3.6 Moving the child or load**
* Move the feet, keeping the child or load close to the body
* Proceed carefully, making sure that you can see where you are going
* Lower the child or load, reversing the procedure for lifting
* Avoid crushing fingers or toes as you put the child or load down
* If you are carrying a load, position and secure it after putting it down
* Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position
* Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.
* **3.7 The task**
* Carry children or loads close to the body, lifting and carrying the load at arm’s length increases the risk of injury
* Avoid awkward movements such as stooping, reaching or twisting
* Ensure that the task is well designed and that procedures are followed
* Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying
* Minimise repetitive actions by re-designing and rotating tasks
* Ensure that there are adequate rest periods and breaks between tasks
* Plan ahead – use teamwork where the load is too heavy for one person.
* **3.8 The environment**
* Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable
* Remove obstructions and ensure that the correct equipment is available.
* **3.9 The individual**
* Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
* **All staff receive in house manual handling training**

**4.0Healthy workplace EYFS 3.46, 3.54, 3.59**

The nursery is committed to providing a workplace which supports and encourages a healthy staff team through sharing information, training and family friendly issues.

**4.1 Dress code**

Staff must follow our dress code at all times:- First Steps uniform, black smart trousers and black flat shoes staff must wear their I.D badge at all times, this is given to staff during their induction

**4.2 Personal hygiene**

Staff must follow the personal hygiene code below at all times, and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses and after contact with animals. After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

**4.3 Cleaning**

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The nursery will be cleaned every day and regular checks will be made in the bathrooms - these will be cleaned at least daily (more if necessary). The nappy changing facility will be cleaned after every use, and potties will be cleaned out after each use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

**4.4 Kitchen**

Staff need to be aware of the basic food hygiene standards through appropriate training and this will be reviewed every three years. All staff hold level 2 food hygiene

* Fridges to be cleaned out weekly
* Microwave to be cleaned after each use
* Freezers to be cleaned out every three months
* All cupboards to be cleaned out monthly
* Fridge and freezer temperatures must be recorded first thing in the morning by the staff and in the afternoon
* All food to be covered at all times in and out of the fridge and dated to show when each product was opened
* Care must be taken to ensure that food is correctly stored in fridges
* When re-heating food it should over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving
* Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately
* All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
* Blended food should be placed in suitable airtight containers, named and dated
* Surfaces to be cleaned with anti-bacterial spray
* All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer)
* Children must NOT enter the kitchen except for supervised cooking activities
* Doors/gates to the kitchen to be kept closed/locked at all times.

**4.5** **Baby room**

* Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to body temperature (37C) and tested to ensure they are an appropriate temperature for the child to drink safely
* Bottles will be disposed of after two hours
* Labelled mother’s breast milk will be stored in the fridge
* If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped
* Sterilisers will be washed out daily.

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**4.6 Nursery**

* Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
* Toys are washed with sanitising fluid on a regular basis
* Floors should be cleaned during the day when necessary, especially after meal times using a dust pan and brush
* disposable paper towels are to be used to clean each individual child after meal and snack times
* High chairs must be cleaned thoroughly after each use. Straps and reins must be washed weekly or as required
* Each child should have its own cot sheet which should be washed at the end of each week or whenever necessary
* All surfaces should be kept clean and clutter free
* Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor
* Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing

**4.7 Waste management**

Staff are made aware of the need to minimise energy waste and the nursery uses appropriate measures to save energy, including:

* Turning off lights when not in use
* Not leaving any equipment on standby
* Unplugging all equipment at the end of its use/the day

**4.8 Disposal of Bodily Waste Procedure**

To minimise the risk of infection we ensure that:

* All staff wear disposable gloves and aprons when toileting/nappy changing children.
* Soiled nappies, wipes and used gloves etc. are placed in nappy sacks and disposed of in the nappy bin.
* Staff in each room are responsible for emptying the nappy bin at the end of each day, wearing PPE , staff must sign the daily risk assessment once this has been completed.
* Bodily fluid e.g. vomit, blood is cleaned by disposable paper towels and placed in a bag in the nappy bin or in the outside bin. If cloths or rags are used to clean up, these are disposed of in the same way. Stoke on Trent College contract cleaners will be called to fully sterilize the infected area
* Changing mats are cleaned after every use with disposable paper towels and anti-bacterial spray and hands washed thoroughly.
* Any soiled clothes are placed in a nappy bag.

At First Steps we value our environment and in order to keep our earth safe and healthy for our children we closely monitor the management of our waste and its disposal in accordance with local authority requirements.

**4.9 No smoking EYFS 3.55**

You are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors, contractors etc. if a person is found to be smoking around the nursery perimeter we will kindly ask them to move to the designated smoking areas located in the college, if this is ignored Stoke on Trent College security will be called

Staffs accompanying children outside the nursery are not permitted to smoke.

Staff must not smoke whilst wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change in to their own clothing and smoke in the designated smoking areas located in the college.

If a member of staff, volunteer or student that is in contact with the children has an excessive smell of smoke to their clothing we will kindly and sensitively ask them to leave to get changed, as this is unpleasant for the children, staff and parents.

We respect that it is a personal choice to smoke, although as an organisation we support healthy lifestyles and therefore help staff and parents to stop smoking by:

* Providing factsheets and leaflets
* Providing information of local help groups
* Providing details of the NHS quit smoking helpline - www.smokefree.nhs.uk
* Offering information regarding products that are available to help stop smoking

**5.0 Equipment and resources**

We believe that high-quality care and early learning is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

* To ensure this occurs within the nursery we will:
* Provide play equipment and resources which are safe, and where applicable, conform to the BS EN safety standards or Toys (Safety) Regulation (1995)
* Provide sufficient quantity of equipment and resources for the number of children registered in the nursery
* Provide resources to meet children’s individual needs and interests
* Provide resources which promote all areas of children's learning and development
* Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and stereotyping
* Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children
* Store and display resources and equipment where all children can independently choose and select them
* Check all resources and equipment regularly at the beginning of each session and when they are put away at the end of each session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required
* Keep an inventory of resources and equipment.
* Evaluate the effectiveness of the resources including the children’s opinions and interests
* Encourage children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via the use of silhouettes or pictures the children can match the resource to.

**5.1** **Skipping Rope**

Physical exercise is very important to aid children’s physical development and to support confidence, however it is vital that any equipment is used safely to avoid unnecessary accidents.

There have been several serious incidents involving skipping ropes and the nursery have, therefore, decided to follow the guidance from the British Heart Foundation's booklet 'Active Playgrounds, A guide for Primary Schools'

**5.2 Large Garden Equipment**

It is well known that exercise is vital to aid the physical development of young children and to encourage them to continue a healthy lifestyle into their adult years.

At the nursery we encourage the children in our care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable. Children have plenty of opportunity to play in the fresh air through outdoor play. Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with.

In the garden we have a range of large outdoor equipment. Whilst this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking, however in order to make our garden a safe environment and to reduce the risk of possible accidents we have put the following procedures in place:

* All children will be supervised by a responsible adult at all times.
* Children will be taught the dangers of the equipment in a way that is suitable for their stage of development and understanding.
* Children will be encouraged to take turns and share equipment.
* The equipment will be checked/cleaned before use for animal faeces.
* The equipment will be checked for wear and tear/ damage regularly and withdrawn from use if faulty.
* Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with, for example the large slide

**5.3 Critical incident**

We need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. We have a critical incident procedure in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

* Flood
* Fire
* Burglary
* Abduction or threatened abduction of a child
* Bomb threat/terrorism attack
* Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability for the nursery to operate, we will contact parents via phone/email/text message.

**5.4 Flood**

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. The estates team regularly check our central heating system Systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager along with the health and safety officer will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure.

**5.5 Fire**

Please refer to the fire safety policy.

**5.6 Abduction or threatened abduction of a child**

At first steps nursery we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked using a swipe card facility to gain access (only nursery staff members have access to this facility during the opening hours of the nursery) and unable to be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor’s policy.

Children will only be released into the care of a designated adult, see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery the following procedure will be followed:

* The police must be called immediately
* The staff member will notify management immediately and the manager will take control
* The parent(s) will be contacted
* If no contact is made with the parent we must go on to the emergency contacts provided during admission
* Stoke on Trent college safeguarding officer must be informed
* All other children will be kept safe and secure and calmed down where necessary
* The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.
* Follow police/safeguarding instructions

**5.7 Bomb threat**

* If a call is received indicating a bomb threat, Nursery staff should try to obtain

the following information:

1. Time set for detonation
2. Which site and building(s)
* Record what was said as accurately as possible (noting the tone of voice, accent, any background noise)
* Nursery staff will then contact the Duty Manager, Estates and Behaviour Support Officers immediately to alert them to the details.
* You must then dial 999 immediately to get advice.
* If the time scale given is very short, the duty manager will need to calmly walk through the building to organise a sweep of the building and commence a silent evacuation immediately; avoiding the location of the bomb. Duty manager will require support from Estates, Behaviour Support Officers and cleaning staff for this task.
* If there is more, time, take the advice of the police before making a decision but if in any doubt evacuate.
* Evacuate and assemble as far away from the building as possible. This will be done in a calm and reassuring manner with the children, Locations required:

**Cauldon Campus – Hanley Park**

* When the police arrive, they will take control of the site and you must ensure their instructions are followed.
* At an appropriate juncture the duty manager will contact the Principal or other members of the SMT to inform them of the situation.
* **Do not talk to the media, only trained members of the SMT are permitted to do so.**
* The only authorised personnel are the Principal and the Vice Principles.

**Duty Officer Numbers 07786113829**

 **07500992985**

**Emergency Number (Reception) 3999-landline**

 **01782603607-Mobile**

**5.8 LOCKDOWN**

The College has reviewed the emergency preparedness plan in response to recent events in Europe and the UK National Security threat level. In order to ensure the continued safety of all our staff, students and visitors to the college we are issuing the following short guide as to what you should do in the event that the college has major significant incident that requires a building or the campus to be locked down.

 A lockdown might be initiated for a variety of reasons including natural disasters, criminal activity, or another potential threat such as a hostile intruder. You may be the first person to hear or see what is unfolding and you must follow the steps outlined below.

* CALL 3-999/ 01782 603607 Cauldon (you may need to wait until you get to safety); inform reception of your location and situation. Reception will then contact the Duty Officer and Police.
* If no reply from the college emergency phone dial 999 and ask for the police and tell them your name, your location and situation.
* Shut the door and Lock it (if it is not self-locking).
* Turn off lights and Laptops
* If time allows, close the blinds in the room to cover the windows.

Staff will calmly guide the children into the individual rooms lockable store room, locking the door behind them (with the exception of the butterfly room which does not have a store room,

* Once inside the store room the children will keep the children calm and offer comfort and reassurance playing quiet activities
* Inside the storeroom, there is supplies of cups, water, food, nappies and wipes and blankets.
* Turn-off all mobile phones, except one. The staff member should leave their mobile switched on but on silent for communication with Police or the College Duty Officer.
* Keep away from the windows or vision panels in doors.
* Nursery staff will take the register into the storeroom
* Monitor email and/or College website for updated information using your mobile phone.
* If requested or if the situation warrants (any injured or sick individuals) report via mobile phone to police or college Duty Officer...

  Your Room number

  Your name

  Type of injury or medical condition

  Severity

  The names of individuals in your care who need assistance

* Do not open the door until “all clear” is given by Police. If you are in doubt as to whether the person requesting the door open is a police officer, you can ask for their name/badge number and get on the phone via 999 to confirm their identity.
* If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
* Police may come in with their guns drawn. Tell all students and staff, if police enter to have their arms raised above head, and not to make any sudden movements. This will be explained as a game to the children in a calm and reassuring manner

**Duty Officer Numbers 07786113829**

 **07500992985**

**Emergency Number (Reception) 3999-landline**

 **01782603607-Mobile**

**5.9 Other incidents**

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

**6.0 Adverse weather**

At first steps nursery we have an adverse weather policy in place to ensure our nursery is prepared for all adverse weather such as floods, snow and heat waves.

If any of these incidents impact on the ability for the nursery to operate, we will contact parents via phone/email/text message.

**6.1 Flood**

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

**6.2 Snow**

If high snow fall is threatened during a nursery day then the manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored we will contact OFSTED to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

 **6.3 Heat wave**

Please refer to our sun care policy.